



Blue Coat

Church of England School
& Music College

Terry Road
Coventry
CV1 2BA
024 7622 3542
recruitment@bluecoatschool.com

Job Description

Supported Study Curriculum Co-ordinator

Job Purpose:

To lead the supported study provision for identified students working independently in the Hub Inclusion area.

To ensure that students working in the Hub on supported study have access to high quality, appropriate curriculum from curriculum subject areas, which is adjusted in order to meet individuals' needs.

To ensure that the supported studies provision is staffed appropriately at all times and that students have access to relevant support materials.

Terms and Conditions:

- Support Staff Pay Scale Grade 4
- Actual Salary: £17,425.15 - £20,416.93 pro rata per annum
- Full time equivalent salary: £19,698 - £23,080
- 39 weeks (TTO + 5 days)
- Permanent, Full time

Main Duties and Responsibilities

- To lead the organisation and operational running of the main Hub, so that all staff are aware of the supported study timetable;
- Work with teaching staff to ensure that all students on supported study in the Hub have appropriate lesson material, and where this is not relevant, to work with students to ensure an appropriate bespoke programme of study is in place;
- Work with students in the Hub to ensure that those on Supported Study are able to access their lesson material in an appropriate way, having access to help and support;
- Adjust material provided by teaching staff to ensure that it meets the needs of the learners who are on Supported Study;
- Have an overview of curriculum areas being studied across KS3 and KS4 in all departments so that help and support can be accessed easily;
- Communicate to teaching and Inclusion staff where there are gaps in provision for students on supported study, and follow these up to ensure high quality provision;

Headteacher
Mrs V Shelley

Deputy Headteacher
Mrs L Henden


Inspire Education Trust
Together we achieve, individually we grow

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- Maintain high quality record keeping on all interventions and work conducted within the area;
- Provide information and advice to SAHT Inclusion and SENDCo regarding students who are referred to the Hub or who staff have requested to use the space;
- Provide feedback to Inclusion leaders and other key staff on matters relating to responsibilities, workload and wellbeing matters on behalf of the team;
- Work with other lead inclusion staff to ensure that all student interventions are completed as per the Assess, Plan, Do, Review cycle;
- Liaise with the Assistant SENDCo where access arrangements are required, to ensure that students receive appropriate support, whilst also maintaining the core interventions and support offered by Inclusion;
- Where there are staff absences, ensure adequate cover is provided within the team, and liaise with the Cover Manager where further support is required;
- Coordinate a duty rota from Inclusion staff which facilitates appropriate supervision of students during social and lesson times;
- Maintain an appropriate, professional space for students to work and spend time within the main Hub area, keeping it tidy and ensuring displays are fit for purpose;
- Mentor a number of high needs students;
- Provide bespoke interventions to students as directed by the SENDCo and as part of the APDR cycle;
- Be the liaison with Post 16 team regarding Sixth Form SEND students, ensuring support is appropriate, timely and closely monitored, mentoring students where appropriate or working with mentors to provide high quality learning experiences.



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Other Duties

- Be able to supervise students during social time in a designated space as directed; be proactive in providing activities or structure to engage students during this time;
- Escort and supervise students where required, such as supporting students at the start of lessons, or supervising medical students in the canteen;
- Advise the SENDCo, ASENDCo and SAHT on matters relating to SEND students;
- Work with teaching staff to plan, review or develop resources for students;
- Represent Inclusion when required in curriculum or pastoral meetings;
- Advocate for all students with SEND;
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice.

Responsible to: SENDCo / Assistant SENDCo

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Supported Study Curriculum Co-ordinator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Senior Assistant Headteacher (Inclusion).

Headteacher
Mrs V Shelley

Deputy Headteacher
Mrs L Henden



PERSON SPECIFICATION

- The post holder will actively support and work towards the stated Aims and Objectives of this Church of England School
- The post holder is expected to make a significant contribution to the learning and personal development of students within the school

	ESSENTIAL	DESIRABLE
EDUCATIONAL ACHIEVEMENTS / QUALIFICATIONS	Five GCSEs Grade C/5 and above or their equivalent including English and Mathematics Further qualifications or relevant qualifications at A level or above An excellent standard of both written and oral English Willingness to undertake further relevant training	Specific qualifications or educational achievements in areas relating to Special Educational Needs or Disabilities. Relevant further education qualification, such as a degree.
KNOWLEDGE AND EXPERIENCE	Recent experience of working with young people either in a school setting, as a parent, or involvement in voluntary work Knowledge and understanding of child development and the way children learn An awareness of, and sympathetic approach towards the difficulties likely to face children with special needs An understanding of equal opportunity issues and an awareness of what this involves Experience of communication with a range of individuals, including parents/carers and outside agencies Experience of using a range of computer packages including Microsoft Office	Experience of working within in a school or educational environment Knowledge of developments in educational provision, such as recent changes to curriculum subject areas 1-1 and small group tuition SIMS knowledge Knowledge of education initiatives



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	Knowledge of key strategies used to support young people to access education in and out of the classroom	
SKILLS AND ABILITIES	<p>Ability to work with SENDCO, the SEN team and other professional staff to support learners with various needs, to help them access the curriculum and make good progress</p> <p>The ability to assist students on an individual and small group basis but also work as part of a team.</p> <p>Confidence to work in a challenging environment and work under pressure and handle situations with patience and sensitivity</p> <p>Excellent communication skills and the ability to relate to students, teachers and parents and maintain strong professional relationships</p> <p>Ability to maintain confidentiality at all times</p> <p>Ability to relate sensitively to students and to contribute to a team approach to meet students' needs</p> <p>Ability to assimilate information</p> <p>Excellent organisational abilities</p>	
UNDERSTANDING	Full understanding of child protection and Keeping Children Safe in Education	Understanding of how to apply successful support and inclusion to children with various barriers to learning
PERSONAL QUALITIES	Committed to safeguarding and promoting the welfare of children and young people and to recognise the importance of confidentiality	

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	<p>Able, confident and willing to establish good professional relationships and commitment to teamwork</p> <p>Self-motivated and able to work on own initiative with guidance, but under limited supervision</p> <p>Able to generate a positive approach to learning for all students</p>	
PROFESSIONAL DEVELOPMENT TRAINING	<p>A willingness to undertake Induction and training programme.</p> <p>Willing to participate in further appropriate professional development</p>	Positive approach to own continuous personal professional development and training

CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way, which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together	E
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

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